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OL/FMG WEEKLY REPORT

PERIOD ENDING 14 DECEMBER 1988

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None

2. Major Events that Have Occurred During the Preceding Week:

a. Status of South Side Chilled Water Line Repairs: On 7 December, the first meeting between FMG representatives and Bechtel, the design contractor, was held to discuss the scope-of-work, visibility of the project and schedules. Additional information and drawings were also given to Bechtel. After the meeting Bechtel performed an on-site survey of the chilled water line. [REDACTED]

b. New Headquarters Building (NHB) - Wall Sound Transmission: FMG has reviewed the report on Acoustical Privacy Concerns done by our acoustical consultants, Cerami and Associates. Based on the report an executive summary is being developed to highlight the issues and recommendations. Utilizing the recommendations in the report, a work order has been generated to install sound gasketing on three doors in the Director of Scientific and Weapons Research's (D/OSWR) suite. Spraying insulation in the walls in the Inspector General space and the three offices in OSWR have been completed. The gasketing, combined with the blown-in insulation in the walls, will provide a significant increase in the level of sound privacy. [REDACTED]

c. Scattergood-Thorne Property Renovation: A contract for phase III of this renovation (replacement of doors, windows, and exterior painting) was awarded on 2 December to Smallwood Construction Company. Construction is scheduled to begin on 14 December and the contractor has 120 days to complete the project. [REDACTED]

d. Child Day Care Center (CDCC) Project: Hitt Contracting, Incorporated, the CDCC contractor, continued installing storm drains around the foundation of the CDCC. Work also continued on the construction of the retaining wall, electric duct bank and under slab plumbing. Concrete was poured for the building slab. [REDACTED]

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e. On 12 December at 0425 hours, there was an outage on the Uninterruptible Power Source (UPS) H4 in the South Tower, New Headquarters Building. All three modules failed to go to by-pass. The system was switched to maintenance by-pass at 0525 hours and switched back into UPS mode at 2228 hours. Areas impacted were the first and second floors, which are Office of Information Technology's communication centers. [redacted]

f. Significant Construction Projects:

(1) West A Parking Lot Expansion: Driggs, Incorporated, the construction contractor, has completed final grading. Installation of underground electrical conduit is now underway. The contractor will lay the stone base beginning the week of 12 December. [redacted]

(2) DCI Tunnel: Universal Craftsman, Incorporated, continues to make progress on the construction of the new Guard House at the entranceway to the DCI Garage. The new slab for the Guard House was poured 12 December. This is the final concrete work required for this job. [redacted]

g. Lease Acquisition for Systems Integration Office: The lease of 1,028 square feet of storage space for the Systems Integration Office (SIO) [redacted] has been signed and the space will be utilized immediately without any renovations being required. The Supplemental Lease Agreement was effective 1 December and will be coterminous with the existing office space lease.

Acquisition of the entire third floor of the building for SIO is also in process. A meeting was held on 9 December with representatives of SIO, External Buildings Division/FMG, REB/FMG, and Office of Security to discuss the physical security concerns of securing access to the building. A meeting with the lessor is tentatively scheduled for the week of 12 December. [redacted]

h. Last week, the Office of Information Resources (OIR), Directorate of Intelligence, was allocated Suite 407 Ames Building, Rooms A-J. The space, though technically occupied by the Office of Information Technology (OIT), was underutilized. The reallocation was coordinated by the Space Planning Division, FMG/OL, and with the cooperation of OIT and OIR. While not unprecedented, the reallocation of space from one directorate to another is rare. [redacted]

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j. Dedicated Circuits for Computer Equipment - [redacted]

Building: Ever increasing requests for dedicated power circuits for computer equipment necessitates additional power panels and sometimes transformers. A new electric panel and transformer are scheduled to be installed in the near future on the second floor of [redacted] Building. [redacted]

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k. A meeting was held on 7 December with General Services Administration (GSA), Gates Hudson Management Company and External Building Division (EBD), FMG/OL, representatives to address maintenance and operation (M&O) problems with [redacted] Building. The Property Manager, [redacted] admitted that general building cleaning was not satisfactory and that a number of M&O concerns have taken too long to be resolved. He said he was looking into changing the custodial sub-contractor and would work as quickly as possible to rectify the other outstanding problems. EBD will follow up and monitor [redacted] M&O effort. [redacted]

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l. On 6 December, Contracts Branch, FMG/OL, met with Tate Access Floors to discuss the Agency's response to the General Accounting Office (GAO) protest. Access Flooring, Incorporated, protested the contract award to Tate Access Floors, Incorporated, for raised flooring to support the Headquarters Backfill Program. During the meeting Tate was provided with a copy of the Agency's response and the GAO protest process was briefly explained.

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m. On 6 December, Contracts Branch, FMG/OL, issued a Firm-Fixed Price contract to Whitener & Jackson in the amount of \$210,000 for Renovations to the 11th floor of the Key Building in support of the DI's Security Evaluation Office. The period of performance on this contract will be 6 December through 23 January 1989. [redacted]

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n. Significant Customer Service Efforts:

(1) During the week of 5 December, representatives from Mail and Courier Branch (M&CB), Services Division, FMD/OL, and General Operations Group/OIT discussed M&CB's capability to provide an early morning pick-up at each of that offices two locations (one in NHB and one in OHB). M&CB customized its service to meet this requirement, ensuring that output from overnight production runs could be delivered to that office's customers, including those in outlying buildings, on that morning. [redacted]

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(2) New customer service initiatives were discussed with supervisory personnel. This included the use of customer service cards for the Motor Pool Branch to include with each vehicle when returned to the customer after being serviced. Cards would solicit information regarding the quality of service performed on their vehicle. [redacted]

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3. Upcoming Events:

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The Interior Design Consultant, Standards Branch, will be overseeing the installation of the two sculpted brick murals, at [redacted] this weekend. [redacted] the artist, will be coming from Nebraska to assist the masons. [redacted]

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4. Management Activities and Concerns:

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[redacted] Chief
Facilities Management Group

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